

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1734

TITLE: BUYER II

GRADE: S-23

DEFINITION:

Under general supervision, performs diverse purchasing actions and has responsibility for the more complex and/or difficult procurement actions; assists, advises and guides lower-level buying personnel; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Buyer II class differs from the Buyer I class in that Buyer II positions perform the non-routine, complex procurement actions and may serve as lead workers over lower-level procurement positions. In certain single large agency situations, procurement autonomy is similar to that of the Fairfax County Public Schools. An agency utilizing this class would have a large staff (over 1,000 positions) and many dispersed sites (over 300).

ILLUSTRATIVE DUTIES:

Performs purchasing actions for the acquisition of a variety of goods and services for Fairfax County Government and Fairfax County Public Schools, or for a single large agency as described above, in accordance with federal, state and County rules and regulations;

Assists in the training and guidance of lower-level buyers;

Prepares solicitations, and works with users and County technical representatives to develop specifications for recurring, complex, or unique procurement actions;

Researches the availability of state or County contracts that can satisfy an agency's requirement;

Selects appropriate bidder's list and prepares advertisements;

Conducts pre-bid conferences to clarify the terms, conditions and specifications of the contract;

Guides the Selection Advisory Committee during bid evaluation deliberations and assures that proper procedures are followed;

Provides guidance to the Selection Advisory Committee and actively participates in contract negotiations;

Recommends contract award to the team leader and prepares award documents;

Monitors the execution of contracts to ensure that all contract provisions are met;

Identifies problems and initiates corrective action when appropriate;

Negotiates difficult and/or major contract changes with vendors;

Performs contract administration functions;

Maintains complete documentation of all actions taken;

Enters and maintains contract information in the automated purchasing system;

Assists higher-level personnel with completion of management studies pertaining to procurement activities;

Assists in the development of internal procedures and regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, practices, and methods of purchasing;
Ability to prepare specifications and review and evaluate bids and proposals;
Ability to assist and guide the work of lower-level buyers;
Ability to use sound judgment in making independent decisions;
Ability to maintain effective working relationships with technical representatives from other agencies and vendors;
Ability to collect and analyze data;
Ability to utilize an automated procurement processing system;
Ability to prepare clear and concise reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with major course work in business administration, public administration, or a related field; PLUS
Four years of experience in technical procurement work, including considerable experience with automated procurement processing systems.

CERTIFICATES AND LICENSES REQUIRED:

Certification by a nationally recognized professional purchasing organization is required.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. **Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED:	April 16, 2002
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